



STATE OF MICHIGAN  
OFFICE OF THE STATE BUDGET  
LANSING



CENTER FOR EDUCATIONAL  
PERFORMANCE AND INFORMATION

MARGARET M. ROPP  
DIRECTOR

JENNIFER M. GRANHOLM  
GOVERNOR

October 3, 2007

Mr. Joe Smith  
Happy Valley Public Schools  
1234 Easy Street  
Happy Valley, Michigan 56789

Dear Mr. Smith:

The Center for Educational Performance and Information (CEPI) staff has reviewed the data your district submitted for the Supplemental Nutrition Eligibility field via the Single Record Student Database (SRSD). The number of eligible students reported via the SRSD is inconsistent with the aggregated (total) number reported to the Grant Coordination and School Support Office of the Michigan Department of Education (MDE).

Number of eligible students from the Fall 2006 SRSD Submission: 100

Number of eligible students from the Fall 2006 + Spring 2007 SRSD submissions: 120

Number of eligible students from the MDE October 31, 2006 Report: 200

This discrepancy indicates that your district may have reported inaccurate data via the SRSD on the number of students eligible for the free and reduced meal or milk program based on a comparison of similar data your district reported to MDE.

It is critical that individual student records from the SRSD reflect accurate eligibility information because these data are used by various federal, state and local education agencies for the following purposes:

- Accountability – determining economically disadvantaged subgroups for Adequate Yearly Progress (AYP) calculations in the Michigan School Report Cards
- Eligibility for federal and state program funding and required compliance reporting – Title programs, E-Rate Universal Service Fund, core performance indicators of the Carl D. Perkins Career and Technical Education Improvement Act of 2006, and the Michigan School Readiness Program (MSRP). MDE plans to begin using SRSD eligibility data for Section 31A allocations.

Because eligibility data are used for such high-stakes decisions, CEPI will monitor the accuracy and completeness of your fall and spring SRSD submissions and will provide a list of non-compliant districts to MDE, which may withhold 5 percent of your annual state school aid payment until these data are corrected.

We urge you to contact your district's SRSD/UIC authorized user to: a) verify the accuracy and completeness of the data on students who are eligible for the free and reduced meal/milk programs and b) take steps to ensure that information flows smoothly between the office responsible for student information systems and school nutrition programs.

If you have any questions or require any further assistance, please contact CEPI Customer Support by e-mail at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or by phone at 517-335-0505.

Sincerely,



Margaret M. Ropp  
Director

cc: Single Record Student Database/Unique Identification Code (SRSD/UIC) Application Authorized users